



Request for Proposal

From the

City of Oroville

For the

Provision of Law Enforcement Services

Issued: December 22, 2016

Responses Due: March 31, 2017, by 5:00 p.m. (PDT)

Submit RFP Response to:

Donald Rust

Assistant City Administrator

City of Oroville

1735 Montgomery Street

Oroville, California 95965

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Request for Proposals

Provision of Law Enforcement Services

Purpose

The City of Oroville is seeking proposals from qualified agencies to provide law enforcement services. Currently, the City maintains its own Police Department with its own employees, this has been effective for over 50 years.

The purpose of this RFP is to seek proposals which will continue the same level of law enforcement services in Oroville, but at a more effective cost. The desire of the City of Oroville is to seek the full range of law enforcement services now being received, reduce the crime rate and response times, while obtaining cost effective service. Given the size of the City of Oroville and the financial contribution it makes to support police services, there also appears to be a desire on the part of the City to maintain as much a role as possible in law enforcement policy and management decisions which impact the City of Oroville.

Background

The City of Oroville serves a population of 18,985 as of 2016, with a service area of approximately 15 square miles. The community ranges from high value areas to lower social and economic depressed areas. Despite a reputation of high crime, Oroville has a relatively low violent crime rate. Oroville does however suffer from a higher property crime rate.

The City of Oroville is the County seat where the Butte County Jail is located as well as the Butte County Superior Court. Oroville is the hub of economic activity for several outlying communities and experience a large population swell most days, it is estimated that approximately 50,000 people traverse the City and utilize services within the City each day. Traffic in Oroville is moderate at peak times of travel.

Like other cities throughout the state and nation, Oroville has faced major economic challenges. Since the Police budget is the largest expense for the City among the services it provides, Oroville is seeking ways to reduce the expense. It is therefore seeking the most cost effective law enforcement services without jeopardizing the quality of service.

This is the City's first time formally evaluating the cost effectiveness of contracting this services out of house. It is the City's intention that if these services are reasonably comparable, more cost effective, give the City reasonable input on policing policies the City will enter into a contract.

Scope of Service

Oroville is seeking proposals from public agencies to provide law enforcement services to the City. Proposals should include the provision of the full-range of police services including 24/7 police patrols, investigations for both adult and juvenile Part I and Part II crimes, dispatch, supervision, communications, vehicles, equipment and supplies needed to provide law enforcement services to the City. The specific requirements of this RFP are outlined in the following paragraphs.

Staffing

In presenting staffing necessary to provide law enforcement services to the City of Oroville, the proposal should indicate the number of positions required to provide service, both in terms of full-time positions assigned to Oroville, portions of full-time positions providing service to the City, and part-time positions, if applicable.

The City desires to receive a cost proposal for sworn staffing levels at the following minimum level: 2 Lieutenants, 5 Sergeants, and 15 Police Officers.

The City of Oroville desires the proposer to hire as many of our current staffing at their current rank and position as possible. It is a requirement that the proposer hire all necessary personnel that meet the proposer minimum hiring criteria to include physicals, psychological exam and background.

Staff Deployment

The proposal should outline the plan for deployment of staff. Please indicate if geo-policing will be used. In describing the deployment model for all police operations, please indicate the hour/weeks assignments (4-10, 3-12, etc.). Also please indicate how shifts will be staggered to meet peak calls for service and to avoid lost coverage due to shift change.

Management/Supervision

The proposer should indicate how the provision of law enforcement services to the City of Oroville will be managed and supervised. This should include a Chief Officer who will either function as a liaison officer to the City or who will act as the police services chief or on-site department head in overseeing police services to the community. The plan for supervision of law enforcement services to the City should be outlined including the management and supervisory functions of direction, planning, coordination, communication, training, evaluation and discipline.

Patrol Performance Standards

Please indicate in the proposal the expected response time by Patrol staff when dispatched to a Part I Crime.

Patrol Time Allocation

Please estimate in the proposal, based on proposed patrol staffing and its deployment, the percentage time that will be provided for calls for service, preventive patrol time, and administrative time.

Patrol Assignments

Since gaining knowledge about the community is important for effective police work, please indicate in the proposal the normal length of time a patrol officer will “remain in assignment” in Oroville before being reassigned or voluntarily be allowed to be transfer elsewhere.

Minimum Coverage

Realizing that there may be major incidents arising outside of Oroville requiring an extraordinary response of police resources from the proposer, please indicate the level of minimum staffing and coverage that will be provided in the City. Oroville wants to avoid the City being empty of law enforcement resources in the case of a major incident.

Vehicle and Uniform Identification

Please indicate in the proposal whether or not police vehicles and uniforms will be identified as from Oroville or from the contracting agency.

Traffic Services

The proposal should indicate how traffic services will be staffed and deployed. The deployment information should include the number of traffic units assigned to the City and how they will be deployed to cover peak traffic periods.

Parking Enforcement

The proposer should indicate how parking enforcement and non-traffic accident reporting will be provided

Dispatch

The proposer shall demonstrate how it will provide dispatch capability 24/7.

Investigative services

The proposer should state how investigative services will be provided. This should include staffing and deployment of this staff. Please identify any special investigative units or support services, which enhance the investigative services that will be provided to the City.

Emergency Operating Center

The proposer shall indicate how it will meet its obligation to provide trained staff to the City's Emergency Operation Center (EOC), and identify the proposer's role in providing EOC services, including the development and implementation of comprehensive disaster plans.

Training

The proposer shall demonstrate how it will provide necessary, continuous training to prepare assigned personnel to meet the full range of services objectives stated in the RFP.

Administration

The proposer shall demonstrate how it will provide administrative services including budget preparation and administration, payroll, accounting, purchasing, and inventory control, records management, human resources management, workers compensation and insurance services, information technology, performance standards compliance, incident reporting, collection of fines and forfeitures, and monthly analysis of emergency and non-emergency data. All data and reports shall be provided to the City Administrator or his/her designee.

In connection with preparing an annual law enforcement services budget, it shall be submitted to the City by March 15th for the following fiscal year in which it will be implemented.

Records shall be sufficient to meet federal and state reporting requirements, including but not limited to annual audits, asset seizures, and Civil Grand Jury responses, if applicable, related to operations provided in Oroville.

The Chief Officer of the successful proposer shall attend Oroville City Council meetings, the City Administrators' staff meeting, and other community and staff meetings as required.

During the term of any agreement developed through this RFP, if there is a change in the proposer's Chief Officer, the proposer shall solicit and consider input from the City Administrator and City Council of the next Chief Officer.

Facilities

The proposer shall explain how law enforcement services will be provided in terms of facilities needed to house, dispatch and support these services. The proposer will need to highlight how the public will be able to contact the law enforcement agency for police business. Currently the main facility houses patrol operations, investigations, dispatch center, and evidence storage, this is the only facility from which the vehicles and police officers deploy. The facility is located at 2055 Lincoln Street, Oroville Ca 95966

Vehicle/Equipment

The proposal shall outline vehicles/equipment that will be provided by the proposing agency in implementing this contract, and what equipment will need to be purchased by the City of

Oroville. An estimate of the cost of that equipment should be provided. All vehicles and equipment purchased by the City will remain in City ownership.

Public Outreach

The proposer shall indicate its plans for public outreach to the Oroville Community both in terms of outreach to the general public as well as specific outreach or intervention programs offered by the proposer. The goal is to encourage a partnership between the agency providing police services and the City's residents, business owners and operator, and visitors.

Supplement Services

The proposal shall indicate any supplemental law enforcement services, units, and/or capability which will be offered to the City of Oroville as part of this proposal. This is in addition to any special investigative units that will be provided as part of the "Investigative Services" section of this RFP.

Asset Seizure

The proposal shall explain the proposing agency's policy in seizing forfeited assets and how those assets will be shared with Oroville or otherwise be used to support law enforcement activities in the City of Oroville.

Grants

The proposal shall indicate the resources which will be used by the respondent to secure grants which will help support and enhance law enforcement services in the City of Oroville. The proposer should list grants which they have obtained for themselves, during the past two years.

Term

In order that the proposer can amortize its fixed costs for providing law enforcement services to the City, the initial term of this contract will be for a minimum of (3) three years, with mutual options to extend the agreement beyond the three years. Unless indicated otherwise, the term will begin July 1, 2018

Insurance and Indemnification

The proposer shall meet insurance and indemnification requirements similar to or the same as what is currently utilized by the City of Oroville. For details, please contact the City Human Resource and Liability Manger Elizabeth Ehrenstrom at (530) 538-2407.

Price

The proposal shall provide the following information regarding the cost of providing services:

- 1) Annual price for providing the full scope of law enforcement services outlined in this RFP.
 - a) If administrative fees and /or overhead are included in this price, please explain the details of this fee and/or overhead

- b) Explain the agency’s policies, including rates, in the use of straight-time and overtime in the payment of its staff.
- 2) If annual price adjustments to the contract are contemplated, explain what index or formula will be used to determine these price adjustments.
- 3) State the ability of the proposer to offer a “fixed price” during the three-year term, or alternatively, for a shorter term, if feasible.
- 4) Indicate any “in-kind” value that the proposer will provide as part of its proposal, such as providing facilities, vehicles or equipment.
- 5) Estimate the City’s start-up cost that will be required for implementing the respondents’ proposal.

RFP Response Format

The RFP respondent shall submit one (1) unbound and (7) bound copies of their proposal plus and electronic copy of all documents. The response should be delivered to:

Donald Rust
 Assistant City Administrator
 City of Oroville
 1735 Montgomery Street
 Oroville, CA 95965

An electronic copy should be also sent electronically to:

Donald Rust
 City of Oroville
drust@cityoforoville.org

The proposal should be received no later than 5:00 p.m. (PDT), March 31, 2017 to be considered

City Council Selection Process and Timeframe

December 22, 2016	Release RFP
January 31, 2017	Meeting at 1735 Montgomery Street for Answering Questions
March 31, 2017	Proposals due to City by 5:00 p.m. (PDT)
May 17, 2017	Agency Interviews by City Council and Consideration of Award of contract